

SCHOOL SELECTION SPECIALIST

Code No. 3-18-325
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position in a school district is responsible for the technological components of the school selection process and school assignments for students. The employee develops and monitors a computerized system to equitably place students in accordance with Federal, State, and District regulations and policies. Work involves direct student and parent contact regarding placement and recruitment. General supervision is exercised over a subordinate staff. The employee reports directly to and works under the general supervision of the Director of Student Equity and Placement or another higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Discusses school placement with secondary students and parents including students enrolled, returning dropouts, new entrants and suburban pupils;

Develops, implements and monitors a computerized school selection program;

Maintains data and prepares statistical reports on such issues as diversity, local compliance, equity, building space needs, recruitment and feeder plans, managed choice policy and online registration;

Acts as a resource to parents, advocacy and advisory groups related to student placement;

Speaks before groups and in-house personnel to promote student recruitment and placement;

Works as ombudsman to assure equity for students and parents;

Receives and resolves appeals by students and parents regarding placement at schools of choice;

Works with management information systems on computerization of recruitment programs and projections;

Publishes and edits all promotional material for student recruitment;

Monitors pupil vacancies regarding schools of choice and interfaces with school placement officers;

Trains all staff in the use of recruitment computer programs and projections.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the programs and requirements of a school district; Thorough knowledge of the geographic area in relation to student placement; good knowledge of database management; good knowledge of equitable placement policies and procedures of the school district; analytical and organizational skill; ability to develop, implement and monitor a computerized placement system; ability to speak before groups; ability to conduct in-house training regarding placement and equity; ability to resolve placement appeals; ability to communicate with parents and students; ability to prepare reports and maintain records; ability to prepare promotional materials; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A) Graduation with an Associate's degree plus four (4) years paid full-time or its part-time

equivalent experience responsible for student counseling or placement, or in a professional* capacity responsible for developing, implementing or monitoring activities; OR, in a professional* counseling or casework capacity; OR,

(B) Graduation with a Bachelor's degree and two (2) years of paid full-time or its part-time equivalent experience as defined in (A) above; OR,

(C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*professional does not include secretarial, clerical or receptionist duties.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

ADOPTED: October 15, 1992

REVISED: August 4, 2022